



April 17, 2013

Jeannie Springer
Finance Director
Denver Police Department

(Sent via email)

Brad Taylor
Program Manager
Photo Enforcement

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Subject: Penalty Assessment Service by Certified Mail

Dear Ms. Springer,

Xerox will develop and deliver all necessary changes to the Xerox CiteWeb system necessary to implement Penalty Assessment service by certified mail as defined in the Penalty Assessment by Certified Mail Scope of Work provided separately. Development will include;

1. Addition of an option within the CiteWeb system to allow the DPD Photo Enforcement Unit to select and issue a Penalty Assessment Notice (PAN) via USPS Certified Mail, return Receipt Requested.
2. Provide access to viewing and printing Confirmation of Mailing certificate for Denver County Court packets.
3. Provide DPD accessible report options for tracking and program performance in the CiteWeb system.

Quote: \$12.50 per each Red Light or Photo Speed Penalty Assessment Notice mailed via Certified Mail.

Xerox will track and report on the number of Red Light and Photo Speed PANs mailed, and will invoice the city as separate line items on the respective Red Light and Photo Speed monthly invoices. Per our understanding, the city anticipates approximately 180 requests per month for PAN service by certified mail initially, and may wish to decrease or increase this number in the future. Also, please note that substantive changes to the aforementioned Scope of Work may require discussion and may result in a corresponding change in pricing if agreed to by both parties.

Please let me know if you need additional information or have any questions.

Sincerely,

Brad Taylor
Photo Enforcement Program Manager

Cc: Sgt. Ron Johns, DPD
Ted Porras, DPD, Photo Enforcement Unit Supervisor
Nicole Monaco, DPD, Photo Enforcement Unit Supervisor

Penalty Assessment Service by Certified Mail

Scope of Work

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Scope of Work:

1. Xerox will modify the CiteWeb PAN Phase 1 Review Queue to enable selection of two options for Penalty Assessment Notice (PAN) service;
 - a. Personal Service [no change to existing process]
 - b. Service by Certified Mail

2. Selection of Service by Certified Mail will;
 - a. Not trigger immediate local printing of the PAN for delivery to DPD.
 - b. Print a scheduled Court Date equal to the violation date plus 120 days on the PAN (same as currently done with PANs by Personal Service).
 - c. Print a service fee of \$12.50 (plus any internal city administrative costs DPD may want to include) in the Region 3 text box on the PAN, and increase the total amount due on the PAN to reflect the fine plus service fee.
 - d. Change the CiteWeb citation status to Ready for Certified Mail.
 - e. On the next Post Office business day, a Penalty Assessment Notice will be mailed by Certified Mail, Return Receipt Requested to the driver address in CiteWeb, and the service fee will be added to the total fine amount due in CiteWeb.
 - f. CiteWeb history will indicate the date the PAN was mailed, and the citation status will change to "Penalty Assessment Phase" in CiteWeb.
 - g. The citation will move to the PAN Phase 3 review queue.

3. Reports;
 - a. The current Served In Person (SIP) report will include service by mail payment tracking in addition to personal service tracking.
 - b. A report of all PANs mailed during each month including the citation number and date of mailing will be provided to DPD.

4. Court Filing;
 - a. If the fine remains due or the violation has not otherwise been dismissed at violation date plus 100 days, Xerox will deliver to DPD within 3 business day's one (1) copy of the PAN, plus a Confirmation of Mailing signed by a Xerox representative indicating the date mailed, citation number, address, and the USPS certified mailing certificate number.

5. Invoicing;
 - a. Xerox will add a line item on the current monthly applicable Red Light and/or Photo Speed invoice a fee of \$12.50 for each Red Light and Photo Speed PAN mailed by Xerox that month.

6. Delivery;
 - a. Estimated completion of all programming and development required to fully implement this program as outlined above is estimated at 4-5 weeks from the date of this letter.